

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号： Announcement No.	NEX-HPT-179-15	
		募集締切日： Closing Date	17 Nov 15 1st Cut-off: 6 Oct 15 2nd Cut-off: 27 Oct 15	
		発行日： Date of Issue	16 Sep 15	
1.職種名 Job title (等級 Grade <u>5</u> / 語学等級 LD <u>N/A</u>) <div style="text-align: center;"> Counter Attendant Foreman B #2039 (カウンターアテンダントフォアマン B) </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div><input type="checkbox"/> 事務系 Administrative</div> <div><input checked="" type="checkbox"/> 技能系 Blue Collar Trade</div> <div><input type="checkbox"/> 保安系 Security</div> <div><input type="checkbox"/> 医療系 Medical</div> </div>		募集人数 No. of Recruitment <div style="text-align: center;">1 名</div>	4.募集範囲 Area of Consideration I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance III. <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide IV. <input checked="" type="checkbox"/> 外部 Off Base Applicant	
2.部隊 Activity Navy Exchange, Yokosuka Food Services Department Main Street USA Food Court, Manchu Wok 勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka		5.雇用の種類 Type of Employment <input type="checkbox"/> MLC <input checked="" type="checkbox"/> IHA <input checked="" type="checkbox"/> HPT <input type="checkbox"/> 常用 Permanent 時給 1,040 円 <input type="checkbox"/> 限定 Limited Term (<u> </u> カ月 Months)		
3.勤務時間 Work Schedule (週 35 時間制 hrww) 勤務日 Work Days: 5 days/week 勤務時間・休憩 Work Hours/Recess Period: 0830-1615/1315-2100 Recess: 45min/day <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel				
6.職務内容 Duties Supervise and coordinates food service operation function at Manchu Wok. Plans and schedules sequence of operations and establishes required priorities. Explains work requirements and new procedures to subordinate employees, provides advice when problem occur. Reviews work for overall adequacy, timeliness and compliance with established procedures. Adheres to Navy Exchange customer service standards by maintaining a neat, clean, appropriate appearance with prompt/friendly manner as required. Adjust informal complaints through discussion with associates. Insures necessary training of subordinates. Recommends performance requirements and provides input regarding performance appraisals. Receives payments from customers and makes change. Close down food service facilities at the end of business day, secures all doors and reconcile sales cash of the day. Prepares cooks and serves food/soft drinks/ ice cream dishes to customers. Performs other related or incidental duties as assigned.				
7.資格要件/身体条件 Qualification/Physical Requirements a. One year of trade and/or manual work in a related field. b. Knowledge of customer service concepts and practice. c. Ability to cut with knife and cook meat, fish and vegetables. d. Ability to operate cash register, count cash and accurately make change. e. Ability to supervise subordinate employees. f. Ability to speak, read and write English at average proficiency level. * Handicapped applicants may be accepted, depending on the degree and kind of disability.				
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional				
学歴 Educational Background : N/A		免許証/修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8		

8.提出するもの Application and Associated Documents		職務状況 Working Condition								
<div>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement</div> <div>*<input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience</div> <div>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</div> <div><input checked="" type="checkbox"/> 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』 If you have any family/relatives who work at U.S. Navy base/facility in Japan, “Questionnaire on Relatives”</div> <div><input type="checkbox"/> 運転免許証の写し Copy of Driver's License (A/T limited is acceptable)</div> <div><input type="checkbox"/> 修了証／証明書の写し Copy of Certificate</div> <div><input type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</div> <div><input checked="" type="checkbox"/> 82 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant’s Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)</div> <div><input checked="" type="checkbox"/> 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Residence Card and Passport/Visa Copy</div>		Works on weekends, holidays and irregular schedules if needed.								
9. 応募書類提出先 Office to Submit										
<p>内部応募者（現 MLC/IHA 従業員）と外部応募者（非従業員）では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.</p> <p>（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部応募者（非従業員）からの応募書類は無効となりますのでご注意下さい。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base Applicants will be rated ineligible.</p> <p>1. 内部応募者（現 MLC/IHA 従業員）提出先 (米海軍横須賀基地日本人雇用課 (HRO)) : Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):</p> <table><tr><td>〒238-0001</td><td>〒238-0001</td></tr><tr><td>神奈川県横須賀市泊町 1 番地</td><td>1 Banchi Tomari-cho, Yokosuka</td></tr><tr><td>PSC 473 BOX 22 CNRJ HRO N132</td><td>PSC 473 BOX 22 CNRJ HRO N132</td></tr><tr><td>内線/Extension 243-8152</td><td></td></tr></table> <p>米海軍横須賀基地正門左手前事務所 1 階、日本人空席広報掲示板の下に壁に内部応募者用の「空席応募提出箱」が設置してあります。毎日午前 0600 時より、午後 0600 時までこの箱への応募書類の提出が可能です。 Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.</p> <p>2. 外部応募者（非従業員）提出先 : 〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) 管理第一係 電話番号 Phone 046-828-6959 受付時間：月曜—金曜、0830-1730 時（日本の祭日を除く）。 雇用条件等のご質問はこちらにお問い合わせ下さい。 Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) . Please contact LMO/IAA for questions on conditions of employment.</p> <p>Off Base Applicants must submit to: 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka Yokosuka Branch of LMO/IAA Management #1 Section</p>			〒238-0001	〒238-0001	神奈川県横須賀市泊町 1 番地	1 Banchi Tomari-cho, Yokosuka	PSC 473 BOX 22 CNRJ HRO N132	PSC 473 BOX 22 CNRJ HRO N132	内線/Extension 243-8152	
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PSC 473 BOX 22 CNRJ HRO N132	PSC 473 BOX 22 CNRJ HRO N132									
内線/Extension 243-8152										
10. 事務処理欄 For Official Use										
募集部隊担当 Activity POC： NEX Personnel 軍電 (DSN): 243-5149										
PD No.: NEX-MW-004-PT	PD is accurate and current. Certified by Activity: tz	HRO: (rcvd: 9/4) au 9/10 jo9/14								

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
提出された応募書類はお返ししません Submitted applications will not be returned.

****時給制臨時雇用従業員(HPT)雇用について****

****HPT-Hourly Pay Temporary (HPT) Employment****

契約期間： 1 年を越えない期間（その後更新される事もある）

Duration of Employment: Not to exceed 1 year. (Subsequent appointment after a break in service may be effected.)

交通費支給。Commutation allowance will be paid.

勤務時間が週 20 時間以上の場合は雇用保険の加入、週 30 時間以上健康保険・厚生年金の加入が義務づけられています。 Employees whose weekly work hours are 20 hours or more must be covered by Employment Insurance. Employees whose weekly work hours are 30 hours or more must be covered by Health Insurance and Pension plan.

勤務場所・勤務時間・休日などは、業務の都合で変更になる可能性があります。

Work place, hour, and rest day may be changed due to operational requirements.

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律（平成 15 年法律第五十七号）

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記：記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。